## Minimizing Your Facebook Visibility

- Only establish and maintain connections with people you know and trust. Review your connections often.
- Assume that ANYONE can see any information about your activities, personal life, or professional life that you post and share.
- Ensure that your family takes similar precautions with their accounts; their privacy and sharing settings can expose your personal data.
- Avoid posting or tagging images of you or your family that clearly show faces. Select pictures taken at a distance, at an angle, or otherwise concealed. Never post Smartphone photos and don't use your face as a profile photo, instead, use cartoons or avatars.
- Use secure browser settings when possible and monitor your browsing history to ensure that you recognize all access points.
- Do not login to or link third-party sites (e.g. Twitter, Bing) using your Facebook account. "Facebook Connect" shares your information, and your friends' information, with third party sites that may aggregate and misuse personal information. Also, use as few apps as possible, as most of them can access and share your personal data.

First, click on the *lock icon* in the upper right corner of your profile. Then click *See More Settings*.

This brings you to the **Privacy Settings and Tools** menu. Now, you'll need to change **Who Can See My Future Posts?** to *Only Me*.
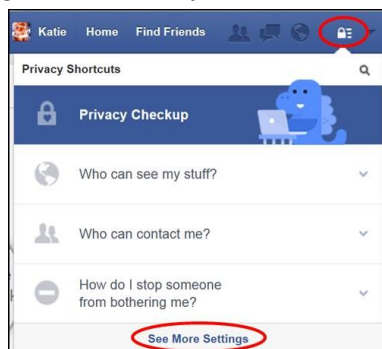

Next, you can change who can see your past posts by clicking *Limit Past Posts* and confirming the change. This will make it so your past posts are visible only to **your friends**, instead of the **public** or **friends of friends.**
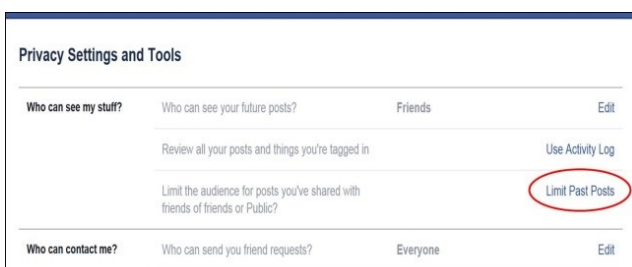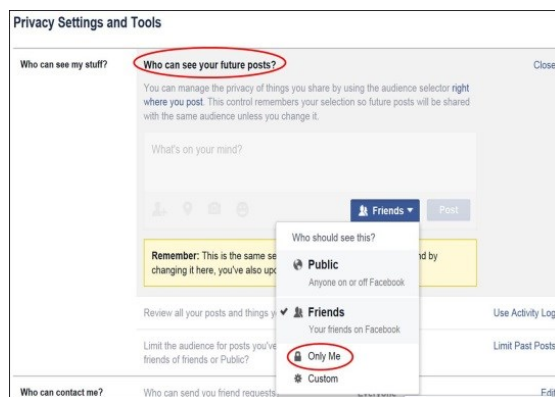

Next, switch **Who can send you friend requests** from *Everyone* to *Friends of Friends*. This will cut down on the number of random friend requests you receive.
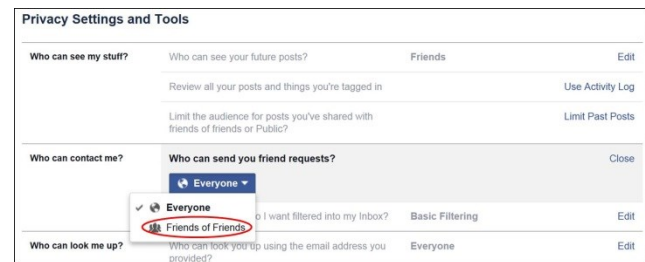
To limit who can contact you privately via your inbox, change **Whose messages do I want filtered into my inbox** from *Basic* to *Strict* filtering.
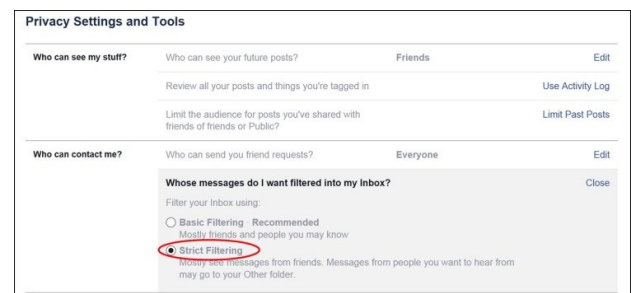
This one's important. To prevent people who Google your name from being able to see a preview of your public Facebook Timeline, make sure you uncheck *Do you want other search engines to link to your Timeline?*
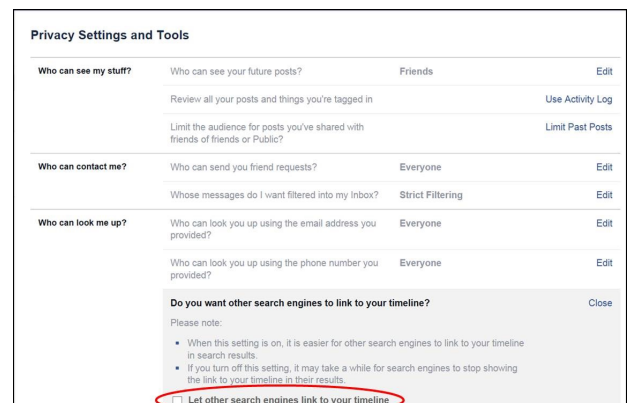
Next, click on *Timeline and Tagging Settings* to limit who can post to and see things on your Timeline. Make sure you change **Who can post on your timeline**, **Who can see posts you're tagged in on your timeline**, **Who can see what others post to your timeline**, and **When you're tagged in a post, who do you want to add to the audience if they can already see it** all to *Only Me*.

Now you'll want to give yourself a chance to review any posts or pictures you're tagged in. Change **Review posts that friends tag you in before they appear on your timeline** and **Review tags people add to your own posts before the tags appear on Facebook** both to *On*. Then change **Who sees tag suggestions when photos that look like you are uploaded** to *No one*.

Facebook also allows your followers, along with your friends, to see your public posts. To make sure your posts are visible only to your friends and not followers, change **Who can follow me** from *Everybody* to *Friends*.

Next, click on the *Ads* section on the left menu. This lets you choose if you want your name or social actions paired with an advertisement. For **Third-party sites**, select *No one*, and then **Save changes** to prevent this. Then do the same for **Ads and friends** below.

Next, click on the *Apps* menu to change what information of yours apps can see. To prevent them from seeing your information, change **Apps, Websites, and Plug-Ins** to *Disabled* from *Enabled*. This will also automatically update **Apps others use**, so your friends can't see your info if you've used the same app.

Lastly, you can control who sees your posts uploaded from old, outdated Facebook apps on old phones by changing the **Old versions of Facebook for mobile** to *Only Me*. After that, you're all set! You can now browse Facebook without broadcasting your every move.